

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense.

Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions and for planning purposes. Reviews information gathered during research and decides if new programs or policies are needed or if changes in current structure or operation are needed. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods which may be used to evaluate productivity or effectiveness; uses these methods to evaluate departmental programs and procedures, and makes decisions to continue or discontinue programs and procedures.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law.

Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints while fostering agency

objectives.

Investigates all accidents or injuries involving department equipment or personnel, determining the cause and making changes in procedures to avoid future accidents. Develops and implements a safety program for the department.

Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel who have direct responsibility for a particular function or activity.

Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations. Determines target areas for fire prevention or public education efforts.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and

maintains discipline among employees.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs the fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and fire fighting services to the community in the most efficient manner possible.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment or promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.